



CANNON BUILDING
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STATE OF DELAWARE
DEPARTMENT OF STATE

DIVISION OF PROFESSIONAL REGULATION

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PUBLIC MEETING MINUTES:	DELAWARE REAL ESTATE COMMISSION SUBCOMMITTEE TO REVIEW STATUTE REVISIONS
MEETING DATE AND TIME:	Wednesday, December 21, 2011 at 9:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room A, Second floor of the Cannon Building
MINUTES APPROVED:	January 12, 2012

MEMBERS PRESENT

Christopher J. Whitfield
Ricky H. Allamong
Andrew Staton
Vincent White

DIVISION STAFF/ DEPUTY ATTORNEY GENERAL

Eileen Heeney, Deputy Attorney General
Gayle Melvin, Administrative Specialist III

ALSO PRESENT

Mike Harrington
Andy Taylor
Denise Tatman
Tim Riale

CALL TO ORDER

Mr. Whitfield called the meeting to order at 9:15 a.m.

REVIEW AND APPROVAL OF MINUTES

The Subcommittee reviewed the minutes from the November 1, 2011 meeting. A motion was made by Mr. Staton, seconded by Mr. Allamong to approve the minutes. The motion passed unanimously.

REVIEW OF PROPOSED REVISIONS TO THE EDUCATION GUIDELINES

The Subcommittee reviewed the proposed revisions to the Education Guidelines as submitted by the Education Committee. A discussion was held as to where the pre-licensing course hours and continuing education requirements would be and the scope of the guidelines. There will no longer be an appendix and the information in the current appendix needs be incorporated into the guidelines. The forms in the appendix will be under forms on the website. Mr. Whitfield indicated that he will put all of the information into one document for review at the next meeting.

REVIEW OF NEGATIVE INSTRUCTOR EVALUATIONS PROCESS/PROCEDURES, COURSE PROVIDER EVALUATION REPORTING FORM AND STUDENT/INSTRUCTOR EVALUATION FORM

The Subcommittee reviewed the negative instructor evaluations process/procedures, course provider evaluation reporting form and student/instructor evaluation form. Currently, when the Education Committee receives negative evaluations, there is no policy or procedure in place to respond, in a consistent manner, to each individual instructor. The Education Committee would like to outline a consistent policy and procedure for addressing negative instructor evaluations. A discussion was held about the offenses and actions. It was decided that Mr. Whitfield will incorporate this information into the Education Guidelines.

REVIEW OF PRE-LICENSING COURSE OUTLINE

The Subcommittee reviewed the pre-licensing course outline submitted by the Education Committee. A discussion was held regarding changing the number of course hours from 99 to 110 as recommended by the Education Committee. After discussion, it was decided to keep the number of hours at 99 and the Subcommittee worked on changing the number of hours in each section to a total of 99 hours. A motion was made by Mr. Staton, seconded by Mr. White to keep the number of pre-licensing course hours at 99 using the hour changes as discussed and that the pre-licensing course outline will be incorporated into the Education Guidelines. The motion passed unanimously.

OTHER BUSINESS BEFORE THE SUBCOMMITTEE (for discussion only)

There was no other business brought before the Subcommittee.

PUBLIC COMMENT

There were no public comments at this meeting.

NEXT SCHEDULED MEETING

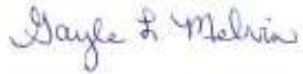
The next meeting was scheduled for January 12, 2012 at 11:00 a.m.

ADJOURNMENT

A motion was made by Mr. Staton, seconded by Mr. Allamong to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 11:30 a.m.

Respectfully submitted,

Delaware Real Estate Commission
Subcommittee to Review Statute Revisions
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A handwritten signature in blue ink that reads "Gayle L. Melvin". The signature is written in a cursive style.

Gayle L. Melvin
Administrative Specialist III